

# By-Laws of Shrine Ladies Club

## ARTICLE I – NAME

The name of this organization shall be the Shrine Ladies Club, hereinafter sometimes called Shrine Ladies.

## ARTICLE II – PURPOSE

The purpose of Shrine Ladies is to promote and support the men who are members of Abou Ben Adhem Temple by:

- a. Plan and execute entertainment of wives and women relatives of members of Abou Ben Adhem Temple at the Spring and Fall Ceremonials of the above Temple.
- b. To support and cooperate with Abou Ben Adhem Shrine Temple and their work with crippled children and the Burns and Children's Hospitals.
- c. Providing a means to form enduring friendships and wholesome relationships by women whose husband or relatives are members of Abou Ben Adhem Temple, or any other Temple.

## ARTICLE III – MEMBERSHIP

**SECTION 1:** Membership shall be open to women who are: wives, widows, mothers, daughters, or a lady of a member in good standing of Abou Ben Adhem Temple or any other Temple.

- a. Unmarried ladies shall not hold office without prior consent of the Executive Board (Executive Board consists of President – wife of Potentate, wife of Chief Rabban, wife of Assistant Rabban, wife of High Priest & Prophet, wife of Oriental Guide).

**SECTION 2:** Membership shall receive Temple Shrine Newsletter and notification and invitations to special events or activities.

**SECTION 3:** Membership shall assume responsibility for keeping informed on important matters of the Shrine Ladies policy, paying dues promptly and participating in Shrine Ladies activities.

**SECTION 4:** The Shrine Ladies membership list may not be used without the permission of Shrine Ladies using guidelines set by the Shrine Ladies officers.

## ARTICLE IV – DUES

**SECTION 1:** Dues in the Shrine Ladies Club shall be payable annually at the December Ceremonial women's activity.

**SECTION 2:** Monies acquired from dues or any money-making projects shall be used as follows:

- a. To supplement any money budgeted by the Temple for expenses of the entertainments at the June and December Ceremonials.
- b. To purchase any extra needed articles for the Joy of Giving Project.

- c. Any administrative expenses incurred by the Shrine Ladies Club.
- d. A minimum of \$4,000.00 to be left in treasury at end of each year to be held over for beginning expenses of the following year.
- e. Any monies donated by the Shrine Ladies should be given to projects within the Shrine organization.
- f. Any major purchases by a Shrine Ladies Officer, must previously be brought before the remaining Officers for approval before purchasing.

## **ARTICLE V – Meetings**

### **SECTION 1: June and December Ceremonial Entertainments.**

- a. Officers of the organization will plan, and with the help of the membership, executive entertainments and activities for the new novices wives and wives of the members of the Abou Ben Adhem Temple, while their husbands are involved with the business of said Temple.

### **SECTION 2: Monthly Meetings**

- a. The President and her officers and/or committees shall plan and conduct meetings, at their discretion, with a minimum of four (4) meetings a year, plus two ceremonials.
- b. The agenda shall be as follows:
  - 1. Reading of the minutes of the previous meeting and their approval.
  - 2. Reading of reports by the President, and/or any Committee Chairman
  - 3. Reading of the Treasurer's Report, explanation of expenditures and their approval.
  - 4. Reporting and action of any old business.
  - 5. Reporting and action of any new business.
  - 6. The formal ratification of the actions of the Executive Committee and officers of Shrine Ladies Club which shall require a majority of those present & voting.
- c. Shrine Ladies Club cannot be disbanded without the majority vote of the club membership.
  - 1. Written notification to be given to all members one (1) month ahead of vote.

### **SECTION 3: Time and Location**

- a. The regular meetings of the Shrine Ladies Club shall be held at the time and location decided upon by the President.

## **ARTICLE VI – DUTIES OF OFFICERS**

**SECTION 1:** The wives of officers of Abou Ben Adhem Temple serve as officers of Shrine Ladies Club. They shall not cause Shrine Ladies Club to act in such a manner or means as would be inconsistent with the purpose of Shrine Ladies Club or the Abou Ben Adhem Shrine Temple.

### **SECTION 2:** The order of officers shall be as follows:

- a. President – Wife of Potentate
- b. 1<sup>st</sup> Vice President – Wife of Chief Rabban
- c. 2<sup>nd</sup> Vice President – Wife of Assistant Rabban
- d. 3<sup>rd</sup> Vice President – Wife of High Priest & Prophet
- e. 4<sup>th</sup> Vice President – Wife of Oriental Guide

1. The above five (5) officers, wives of the elected Divan of Abou Ben Adhem Temple are the Executive Committee.

- f. Treasurer – Wife of 1<sup>st</sup> Ceremonial Master
- g. Assistant Treasurer – Wife of 2<sup>nd</sup> Ceremonial Master
- h. Secretary – Wife of Marshall
- i. Corresponding Secretary – Wife of Captain of the Guard.
- j. Reporter – Wife of Outer Guard.
- k. In the event of a vacancy of the President of Shrine Ladies, the duties in this vacancy will be handled jointly by the existing Shrine Ladies Officers, in conjunction with the Potentate elect as needed, to help fulfill his events for his calendar year.

### **SECTION 3: President**

- a. To preside at all meetings of Shrine Ladies Club, Executive Committee Meetings and June and December Ceremonial Meetings.
- b. To sign all legal contracts, Treasurer and/or 1<sup>st</sup> Vice President included, if necessary to handling Shrine Ladies business.
- c. To plan and host, along with other Shrine Ladies officers, two (2) Ceremonial parties.
- d. Responsible for monthly meetings of Shrine Ladies Club with a minimum of four (4) planned.
- e. Responsible for submitting monthly articles regarding Shrine Ladies news and agenda to Abou Ben Adhem News.
- f. Appoint all standing and special committees and to serve as ex-officio member of all committees.
- g. Responsible for continuing the annual Joy of Giving Project as needed.

### **SECTION 4: Vice Presidents**

- a. To serve as President Elect.
- b. To have all powers and perform all duties as are delegated by the President, with the exception of signing legal or monetary documents. This must be done with two signatures: Vice-President and Treasurer.
  - 1. Duties to serve as President Elect shall go in order of 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, 3<sup>rd</sup> Vice-President and 4<sup>th</sup> Vice President.

### **SECTION 5: Treasurer**

- a. With the President and/or 1<sup>st</sup> Vice-President to have charge of funds and to sign legal contracts necessary for Shrine Ladies obligation.
- b. To oversee and be responsible for bookkeeping of Shrine Ladies Club.
- c. To present at each regular meeting of Shrine Ladies a detailed statement of finances.
- d. Expenses of Shrine Ladies should be paid by check signed by the Treasurer. In case of her absence, then signed by President or Vice-President.

### **SECTION 6: Assistant Treasurer**

- a. To perform all duties of Treasurer, in absence of same, with exception of signing checks and legal contracts.

### **SECTION 7: Secretary**

- a. Keep minutes of Shrine Ladies business meetings and present for approval.

- b. To keep accurate membership record.

**SECTION 8:** Corresponding Secretary

- a. To perform Secretary duties in absence of Secretary.
- b. Responsible for all correspondence of Shrine Ladies as requested by President.

**SECTION 9:** Reporter

- a. Responsible for any publicity or newsworthy item President requests published.
- b. Maintain a file of any published or historical information pertaining to Shrine Ladies Club.
- c. Send out Sympathy or Get Well correspondences as needed, working closely with the wife of the Chaplain.
- d. Responsible for providing a Scrapbook to the current President at her year end to document her experiences throughout the year as well as her previous years as a DIVAN member, if possible.

**ARTICLE VII – COMMITTEES**

**SECTION 1:** Executive Committee

- a. To consist of President and four (4) Vice-Presidents of Shrine Ladies Club
- b. To have all powers of the Shrine Ladies except when limited by the By-Laws or policies and shall not reverse any action of the Shrine Ladies Club.

**SECTION 2:** Standing or Special Committees

- a. All standing and Special Committees shall be appointed by the President for her year only.
- b. There shall be such committees as found necessary to conduct the work and activities, i.e. Joy of Giving, Bazaar, etc. of the Shrine Ladies Club.
- c. All committee plans shall be approved by the President and the Executive Committee.
- d. The chairman of a committee is required to maintain a file of all working of her committee.

**ARTICLE VII – AMENDMENTS**

**SECTION 1:** These By-Laws can be amended at any monthly meeting of Shrine Ladies Club by a majority vote, provided the amendment has:

- a. First been submitted and voted on by the Executive Committee.
- b. Then submitted one (1) month previously at the regular monthly meeting of Shrine Ladies Club.

**ARTICLE IX – PARLAIMENTARY AUTHORITY**

Roberts Rules of Order Newly Revised shall be the Parliamentary authority for all matters of procedure not specifically covered by the By-Laws of by specific rules of procedure adopted by Shrine Ladies Club.

